

STATE OF SOUTH CAROLINA
State Budget and Control Board
OFFICE OF HUMAN RESOURCES

MARK SANFORD, CHAIRMAN
GOVERNOR

GRADY L. PATTERSON, JR.
STATE TREASURER

RICHARD ECKSTROM
COMPTROLLER GENERAL



HUGH K. LEATHERMAN, SR.
CHAIRMAN, SENATE FINANCE COMMITTEE

ROBERT W. HARRELL, JR.
CHAIRMAN, WAYS AND MEANS COMMITTEE

FRANK W. FUSCO
EXECUTIVE DIRECTOR

1201 MAIN STREET, SUITE 1000
COLUMBIA, SOUTH CAROLINA 29201
(803) 737-0900

SAMUEL L. WILKINS
DIRECTOR

MEMORANDUM

TO: Agency Heads and Human Resources Directors of All State Agencies, Departments, Institutions, and Commissions

FROM: Samuel L. Wilkins, Director

SUBJECT: State Employee Recognition Activities

DATE: March 25, 2005

We have now finalized plans for recognizing S.C. state employees during National Public Service Recognition Week, May 2-8, 2005.

? **Governor's Proclamation**

Attached to this e-mail is Governor Sanford's proclamation declaring May 4, 2005, State Employee Recognition Day in South Carolina. You may share the proclamation with each employee of your agency. You may duplicate the proclamation and distribute it to your employees or you may send your employees an e-mail and attach the document. Employees may also access the proclamation electronically from the Governor's web site at <http://www.scgovernor.com/uploads/proclamations/StateEmployeeRecognition2005.pdf>.

? **Discounts for State Employees**

The following state agencies will offer special discounts to all state employees on May 4th:

- * The Department of Natural Resources (DNR) will offer a 15% discount on all of their gift items for the entire week of National Public Service Recognition week May 2-8, 2005. Employees may use the discount by visiting **DNR's gift shops** or by selecting items via **DNR's online catalog** at www.scwildlife.com and then placing a credit card order toll-free at 1-888-644-9453.
- * The Department of Parks, Recreation and Tourism will offer a 10% discount on May 4th at **gift shops at The State House and The Governor's Mansion**.
- * The **Cotton Mill Exchange at the S.C. State Museum** will offer a 10% discount to state employees on May 4th. Visit the Cotton Mill Exchange in person on May 4th or select items online at www.museum.state.sc.us and call (803) 898-4967 or (803) 898-4968 to place a credit card order. All state employees who are members of the S.C. State Museum will receive this 10% discount in addition to the 10% they currently receive as members.

? **Agency Recognition Activities for State Employees**

State agencies are asked to plan at least one event during the week of May 2-8, preferably on May 4th, to recognize their employees. If you have not already done so, please send me a brief description of your planned activity by April 22nd. We will develop a composite summary of the week's events to share with the Governor's Office and with the National Association of State Personnel Executives (NASPE). NASPE is promoting similar recognition activities for state employees in states across the nation.

? **Previous Agency Recognition Activities for State Employees**

In past years, agencies have been very creative in their attempts to recognize employees. The following are some of the things that agencies have done in the past:

*Presented each of its employee with ink pens imprinted with: "Employee Appreciation Week 2004."

*Catered a buffet luncheon of grilled hamburgers and grilled chicken at the University House with entertainment provided by agency employees and staff. Several fun activities and games were also planned.

*Sponsored a picnic for all employees and a local radio station was brought in to provide music and held an "Employee Idol" program during this time to showcase the talent that exists within the agency.

*Planned events for three (3) days. On day one, free popcorn was given to employees during their morning and afternoon breaks. On day two, employees were asked to support their favorite college and come "dressed to impress" in their favorite College attire. On the third and final day, a "Western Day" took place with Senior Staff, encouraged to "gussey up" in their western finest, prepared and served a hotdog luncheon and light refreshments to employees.

? **Additional Resources**

You may review NASPE'S *Guide to State Employee Recognition Day* at <http://www.naspe.net/Employee%20Recognition/recognitionhomepage.htm>. You will also find additional links on this website to include Recognition Day activities, letters to employees, posters, and a sample Employee Recognition Packet.

Thank you for your extra efforts to express appreciation to your agency's employees and to the other dedicated men and women who devote their careers to serving the people of South Carolina.

Please feel free to call my office at (803) 737-0900 if you have questions or need additional information regarding this initiative.